



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5512.1A (HDQ)  
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12 Jul 2010

COMNAVCRUITCOM INSTRUCTION 5512.1A (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: CREDENTIALS AND BADGES

Ref: (a) SECNAVINST 5430.57

1. Purpose. To issue procedures for the issuance, control, and use of Commander, Navy Recruiting Command (NAVCRUITCOM) credentials and badges.

2. Cancellation. COMNAVCRUITCOMINST 5512.1 (HDQ).

3. Authority and Responsibility

a. Reference (a) authorizes personnel accredited by COMNAVCRUITCOM to conduct inspections and investigations to carry NAVCRUITCOM credentials signed by the Commander, Navy Recruiting Command. This instruction prescribes policy and procedures for the issuance and use of the credentials and of the official NAVCRUITCOM badge, which may be used in conjunction with the investigative credential.

b. The official NAVCRUITCOM Investigative Credential and Badge shall be used by NAVCRUITCOM personnel who are authorized by the Commander, Navy Recruiting Command under the laws of the United States of America to conduct investigative activities, including interviewing witnesses, collecting evidence, and entering into such places and inspecting such records as may be necessary thereto.

c. The approving authority for issue of the Investigative Credential and Badge and the inspection credentials is the Commander, Navy Recruiting Command. The Inspector General or his designated representative shall manage and oversee the issuance and control of all NAVCRUITCOM credentials and badges. The Inspector General shall revise the credential and badge, as necessary, to conform to current laws and Navy policy.

4. Investigative Credential and Badge

a. The NAVCRUITCOM Investigative Credential consists of two parts. The top half identifies the bearer by name and designates the bearer "Assistant Inspector General for Investigations." The bottom half displays the bearer's photograph and signature along with a statement of authority and the signature of the Commander, Navy Recruiting Command.

b. The official investigative badge identifies the bearer by position. The badge shall be permanently issued only to personnel regularly charged with conducting investigations. The badge or a letter bearing the signature of the Commander or Inspector General may be temporarily issued to other NAVCRUITCOM personnel when they are assigned investigative duties. The badge will be retained only for the duration of the inquiry and will be returned to the custodian upon completion of the investigations.

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c. Credentials and badges are accountable and controlled items and shall be serial numbered.

d. The credentials and badges and their wording shall not be altered except by the direction of appropriate authority.

5. Issuance and Control. A record must be maintained of any issuance of the NAVCRUITCOM Investigative Credential and Badge. The accountability register shall reflect the bearer's name, credential number, badge number (if appropriate), date of issuance, and final disposition of the credentials and badge. The record will be maintained by the Inspector General or by his designated representative.

6. Use and Disposition

a. The NAVCRUITCOM Investigative Credential and Badge are the responsibility of the person to whom they are issued. They are to be used only for official purposes in connection with the bearer's activities as a representative of NAVCRUITCOM. They must be safeguarded from theft, loss, or unauthorized use. Loss or misuse of the credential and/or badge, involving negligence may result in disciplinary action.

b. The credential and badge shall remain in the bearer's personal possession, or, when not in use, be properly secured.

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c. Both parts of the credential shall be carried in a plain black folding case, having clear windows to permit reading of the entire credential.

d. Loss, theft, or damage to the credential or badge shall be reported immediately to the Inspector General within one working day. A written explanation of the circumstances must be provided within five working days.

e. Upon termination of employment, reassignment, transfer, or retirement, the bearer must return the credential and badge to the issuing official for appropriate disposition.

/s/

C. S. FALLER

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